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# ELECTRONIC DOCUMENT REVIEW (EDR) USER GUIDE

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## SUBDIVISION GRADING & INFRASTRUCTURE PERMIT APPLICATION

November 29, 2017

Maricopa County Planning and Development Department  
501 N. 44th Street, Suite 200 Phoenix, AZ 85008  
[www.maricopa.gov/4493/EDR-Applications](http://www.maricopa.gov/4493/EDR-Applications)

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## Electronic Document Review (EDR) Application Process

Electronic Document Review (EDR) is a new on-line application submittal process provided for limited number of Development Services applications. EDR allows applicants to access the [On-line Permit Manager](#) (also known as Citizen Access Portal) to file an application electronically for submittal to receive review comments. The on-line system involves a 7-step process for submitting application, upload of Adobe PDF application materials, payment of fees and obtaining a tracking number. The process allows you to submit and check the status of the EDR submittal on-line 24 hours a day, 7 days a week.

**Please note:** All EDR application submittals go through the same standard review process as hardcopy paper submittals. Submittal of an EDR application does not expedite the review.

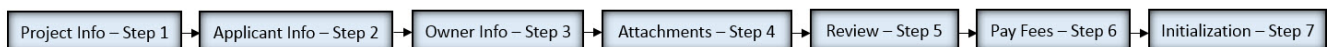
The benefits of the EDR application process eliminates the need for multiple paper copies and a saves on trips to the Maricopa County Planning and Development Department for submittal of application, revisions or modifications. The electronic copy of application materials are simultaneously routed to all County agencies for review/comments. The process will provide the applicant redlines and comments from all agencies in a single consolidated document.

Identified below is a quick checklist of items required to process an application on-line:

- ✓ Setup an On-line Permit Manager Account via [On-line Permit Manager](#) (also known as Citizen Access Portal) - Required
- ✓ EDR User Guide – Subdivision Grading & Infrastructure Permit Application – Provides detailed instructions on the application requirements and the on-line submittal process
- ✓ Completed and signed Infrastructure Permit Application and supporting documents saved in Adobe PDF format
- ✓ Trust account, credit card or bank account to pay application fees

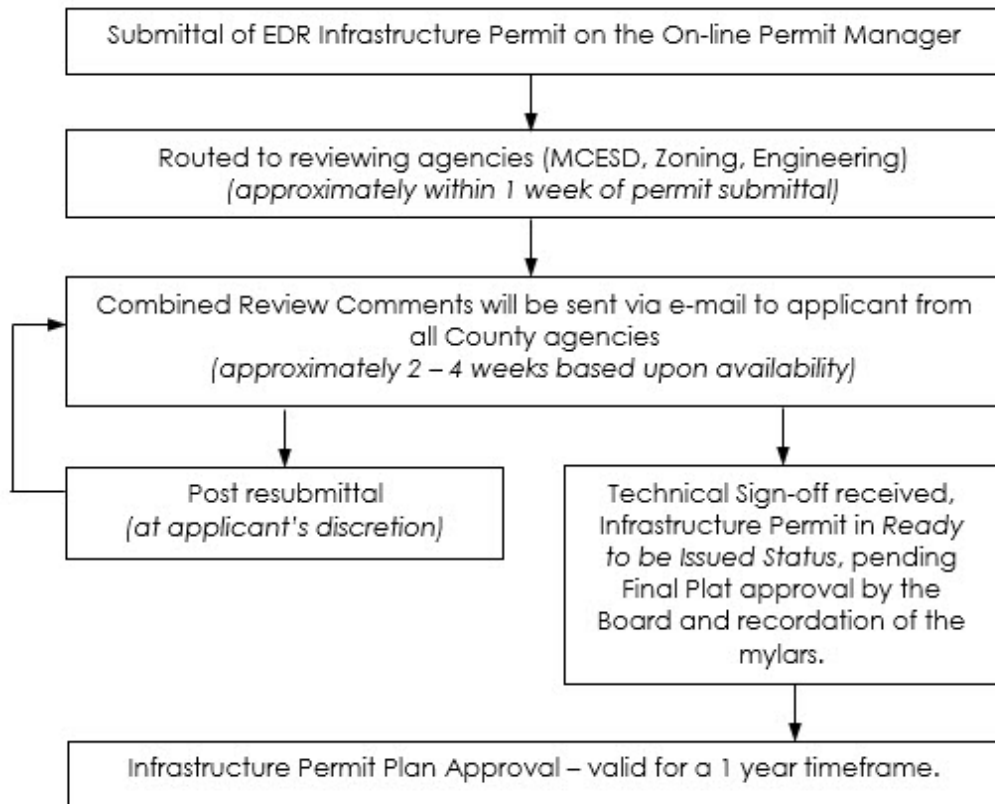
The on-line application process includes a streamlined 7-Step process. The submittal allows you to save a pending application and come back at a later date to complete the submittal. A temporary number will be generated if you decide to hold off on application submittal. Please note this temporary number does not start the review clocks and is not routed to the Digital Counter for processing. The streamlined process includes the following screens:

1. **Project Information** – description of project
2. **Applicant Information** – applicant contact information
3. **Owner Information** – ownership contact information
4. **Attachments** – upload of application materials
5. **Review** – review of data entry for the EDR application
6. **Pay Fees** – payment of application fees
7. **Initialization** – case tracking number provided



### EDR Subdivision Grading & Infrastructure Permit Process & Timeframe

The flowchart shown below identifies the EDR application process and timeframe for the Subdivision Grading and Infrastructure Permit. The Final Plat typically takes about 5 months for processing to the Board of Supervisors. The concurrent review of the related subdivision grading and infrastructure permit(s) may delay the timeframe.



## [Download the Subdivision Grading & Infrastructure Permit Packet](#)

Download the Electronic Document Review (EDR) Subdivision Grading & Infrastructure Application Packet from the [EDR Planning Application Process](#) website. The application packet contains the application form, processing timeframes, list of submittal documents and the upfront review fees.

## [Submittal Requirements and Recommendations](#)

Please use the following instructions to prepare your documents for electronic plan check. Note that *Plans* have different submittal recommendations than supporting documents/attachments.

- ✓ All PDF files must be under 50 MB in size.
- ✓ Filenames **SHOULD NOT EXCEED 140 CHARACTERS** in length and paper sizes should not exceed **36x48 inches**.
- ✓ Resolution **should not exceed 200 DPI**.
- ✓ Files must be saved in **PDF 1.4 OR GREATER**.

***Applicant – Quick Tip:*** Retain a copy of the submitted file to later verify the filename and sheet order (during resubmittal). **Revision/Resubmittals may be rejected if not submitted with a filename that exactly matches the original submittal filename.**

### **A. PREPARING PLANS FOR SUBMITTAL**

**Creating PDF's:** Each 'Plan' (or 'Plan set') must be saved as a **flattened/optimized PDF**. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the 'SAVE AS/FLATTENED' and/or **optimized** PDF option available in your PDF tool. Plans that have 'layers' are not acceptable.

Saving PDF's with consistently formatted, sequential bookmarks is helpful and encouraged. If multiple PDF's are merged, verify that bookmarks are consistent. Nested bookmarks are not officially supported. Ideally, a bookmark consists of the Sheet number and a short description (*example: G1.0 General Notes*)

#### **Naming Plan Sets:**

We recommend grouping and submitting plans in smaller, logical sets to facilitate the electronic plan review. If plan sets are larger than the 50MB limit, break the pdf files into smaller sets for on-line submittal.

*Example: Grading & Drainage Plans, if the files are too large, break the document into smaller sets such as follows with the naming convention:*

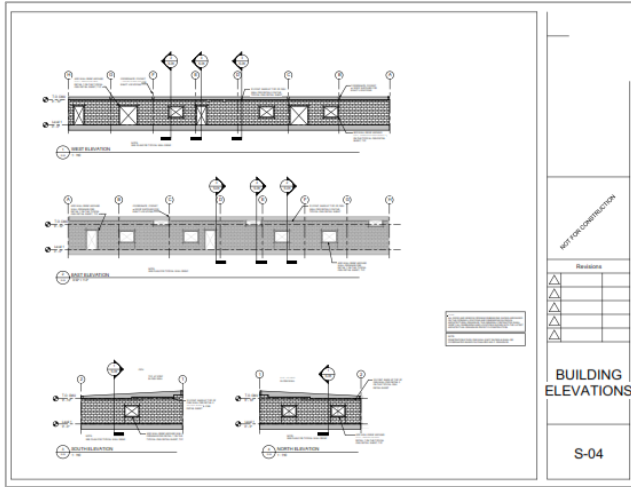
GRAD-PLAN\_01  
GRAD-PLAN\_02  
GRAD-PLAN\_03

#### **Page Orientation and Alignment:**

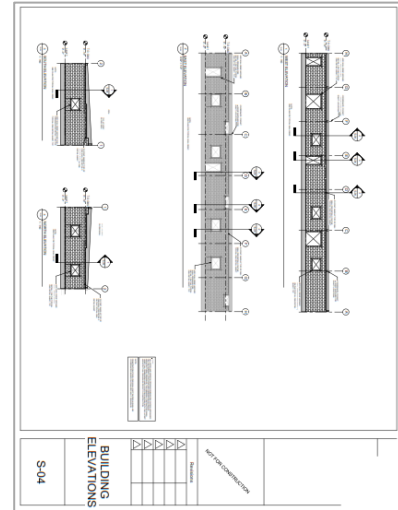
1. Pages must all be properly oriented, meaning upright, **not** sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a 'Hold' being placed on a submittal, which will delay review.

### Applicant – Quick Tip

To verify that pages are properly oriented, open the document in your PDF application and do a **'print preview'**. Scroll through each page in the preview window to make sure the pages are properly oriented. Make sure the correct paper size is selected.



**CORRECT**



**NOT CORRECT**

2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters 'line up' exactly when overlaid electronically.
  - Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved 'to-scale' to ensure proper measuring of lines and areas electronically.
  - Include a scale on each sheet or include the measurements for each object.
4. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not encouraged.
5. Do not submit password protected or locked PDF documents. Plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner.
6. After saving the CAD files to PDF format, do an annotation check to **ensure that no 'comments' or 'editable content' exists** in the file. (Embedded hyperlinks are acceptable.)
7. Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.

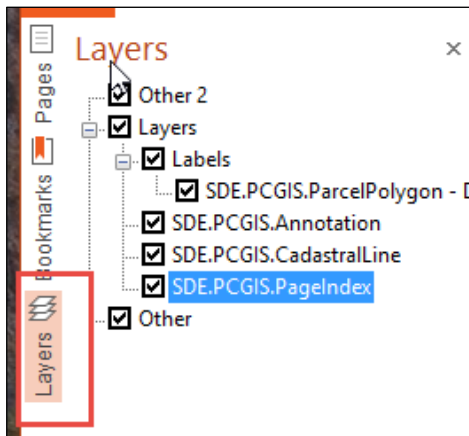
8. Open each PDF using *Adobe Reader/Adobe Pro* and select 'File/Save As'. Adobe is the best tool for resolving corrupted or malformed files. Do not submit PDF's that Adobe indicates are corrupted.

- Ensure the file name meets the naming recommendations.

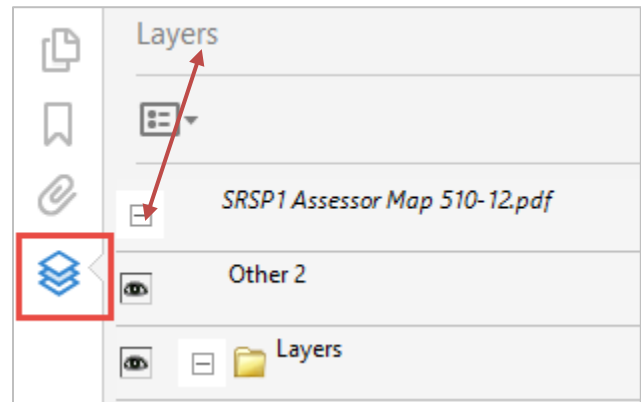
Electronic plan review software relies on correct (PDF/A compliant) information that is embedded in every PDF document (the *metadata*). For intellectual property and security reasons, plan review software does not and should not change incoming files. Here are some guidelines for *resolving potential issues* before you submit your plans.

#### How can I tell if my PDF has 'Layers' or other 'Editable Content'?

Most PDF compliant software (like *Adobe Reader, Adobe Pro, Nitro Pro*, etc.) display a *Layers icon* when a document contains layers, (see below). The Layers icon is not displayed if the file contains no layers recognized by the PDF tool.



*Nitro Pro PDF – with 'Layers'*



*Adobe Reader PDF – with 'Layers'*

Other 'Editable content' includes: active **form fields, stamps, comment or text boxes, signatures, or markups** that can be deleted from the PDF by any user. Editable fields will have a blue background within the PDF. Open the Comment window in your PDF tool to see these types of objects. If any of these are found, please flatten the PDF or remove them. These include plans that use *AutoCAD SHX Text* objects – this font type that has compatibility issues in many PDF viewers.

#### Why do 'Layers' and 'Editable Content' need to be removed from the PDF?

Many tools on the market convert CAD drawings/plans to a PDF format. Unfortunately, some of these tools do not properly translate CAD layers or content. Additionally, conversion irregularities introduced by the CAD program or flatbed scanner may introduce errors into the PDF document. Do not submit files with *any editable content*. If an 'object' can be edited or deleted in the PDF, the document is not acceptable.

### Why is page rotation so important?

PDF tools that allow users to 'rotate' pages should properly record that 'rotation' within the PDF document. When this rotation is not properly set by the PDF software, those pages may end up printing upside down or sideways when they are sent to a printer.

### What does PDF optimization do?

PDF Optimization reduces file size by removing embedded fonts, compressing images and removing unused objects and improper metadata. Optimization is critical to reduce or eliminate PDF corruption.

## B. NAMING SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments are any files that are not plan sets. These may include Permit Applications, Soils Reports, Calculations, images, etc. These must also be **submitted in PDF format with a unique, descriptive filename**.

### Attachments and Naming Convention Structure

There are specific naming conventions that must be followed when saving files for EDR application submittal. The table shown below specify the required application submittal documents based upon application type and required naming convention and document description.

*Applicant Tip: All documents must be saved as Adobe PDFs for upload and are limited to a 50 MB size limit. If you need to separate documents into smaller files, utilize the naming convention structure as identified in the Naming Sets section of this guide. Example: GRAD-PLAN\_01, GRAD-PLAN\_02, GRAD-PLAN\_03*

### *Subdivision Grading & Infrastructure Permit*

<u>Required Documents</u>	<u>Subdivision Grading &amp; Infrastructure Permit</u>	<u>Required Naming Convention</u>	<u>Document Description</u>
✓	Building Activity Application Form	BLDG-APPL	1st Sub-Building Activity Application
✓	Subdivision Infrastructure Application Form	SINF-APPL	1st Sub – Subdivision Infrastructure Application
✓	Contact Supplement	CONT-DETL	1st Sub-Contact Supplemental
✓	Drainage Report	DRAI-RPTS	1st Sub-Drainage Report
✓	Transmittal Letter	TRAN-LTTR	1st Sub-Transmittal Letter
✓	Grading & Drainage (including Subdivision Perimeter Walls and Retaining Walls)	GRAD-PLAN	1st Sub – Grading and Drainage
✓	Paving Plans	PAVI-PLAN	1 <sup>st</sup> Sub – Paving Plans
✓	Water Plans	WATE-PLAN	1 <sup>st</sup> Sub – Water Plans
✓	Sewer Plans	SEWE-PLAN	1 <sup>st</sup> Sub – Sewer Plans
✓	Signage and Pavement Marking Plans	SIGN-PLAN	1 <sup>st</sup> Sub – Signage and Pavement Markings
✓	Structural Plans	STRU-PLAN	1 <sup>st</sup> Sub – Structural Plans
	Structural Calculations (for retaining walls & amenities) if applicable	STRU-DETL	1 <sup>st</sup> Sub – Structural Calculations
	Streetlight Plans (if applicable)	STRE-PLAN	1 <sup>st</sup> Sub – Streetlight Plans
✓	Landscape Plans (plantings and ground covers, all right-of-way and common areas, irrigation water meters and landscape electrical meters)	LAND-PLAN	1 <sup>st</sup> Sub – Landscape Plans
✓	Geotechnical Report	GEOT-RPTS	1st Sub – Geotechnical Report
✓	SWPP Plans	SWPP-PLAN	1st Sub – SWPP Plans
✓	Sealed Surveyor's Boundary Closure Report	SURV-RPTS	1st Sub-Sealed Surveyor's Boundary Report
	Soils Report (if required)	SOIL-RPTS	1st Sub-Soils Report
	Traffic Impact Study/Analysis (if required)	TRAF-RPTS	1st Sub-Traffic Report



## Up Front Review Fees for Subdivision Grading & Infrastructure Permit – EDR

The table below identifies the upfront review fees associated with the EDR Subdivision Grading & Infrastructure Permit. The upfront review fees must be paid with EDR on-line application submittal.

Subdivision Grading & Infrastructure Permit – EDR Submittal	Building Plan Review Fee	Drainage Review Fee	MCDOT Review Fee	Zoning Review Fee	Addressing Verification Fee
Infrastructure Permit	\$300	\$2,000 + \$250 per acre (Maximum of \$42,300)	\$100 per sheet	\$250	\$10

**Trust Account** – If you will be submitting multiple EDR applications to the County, you might be interested in setting up a Trust Account with the Planning and Development Finance Division. The trust account allows you to deposit monies and the County will draw down application fees from the account. There is a minimum balance required in the amount of \$1,500 that must remain in the account at all times to participate in the program. The Finance Division will e-mail a Trust Account Activity Sheet which will list all deposits and withdrawals on the 1<sup>st</sup> of each month to the listed contact representative.

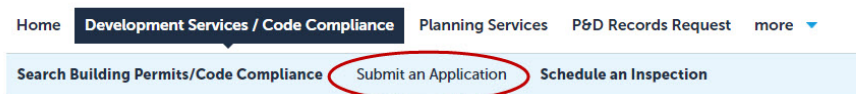
Contact the Planning and Development Finance Division at 602-372-1359 to obtain the Trust Account Application Form.

## Save and Resume Later Option

The On-line Permit Manager has a function that allows application information to be saved and resumed at a later date. Please note the On-line Permit Manager only allows for information and uploaded attachments to remain in the system for **90 days**, after 90 days the information and any uploaded attachments will automatically be deleted from the system. The temporary files are not transferred to the database, staff does not have the ability to access the information or files on the On-line Permit Manager. After 90 days, the applicant will need to start a new EDR application for processing. Staff will not receive the application until fees are paid and a tracking number has been issued as part of Step 7.

## EDR – Step 1 – Project Information

Once an account has been setup, login with the account information and follow the steps as identified below for the Subdivision Grading & Infrastructure Permit submittal. Submittal of the permit is within the Development Services/Code Compliance module.



Go to ‘Development Services/Code Compliance’ located within the top banner. Navigate to the blue banner and click on ‘Submit an Application’.

Review the General Disclaimer and check the box indicating that you have read and accepted the terms. Click on **'Continue Application'**.

[Home](#) [Development Services / Code Compliance](#) [Planning Services](#) [P&D Records Request](#) [more ▾](#)

[Search Building Permits/Code Compliance](#) [Submit an Application](#) [Schedule an Inspection](#)

### Online Permit Application

Welcome to Maricopa County's Online Electronic Document Review (EDR) application submittal portal, available using the Maricopa County Online Permit Manager (also known as the Citizen Access Portal). Many of the permit types and Land Use cases offered by our department are available for electronic submittal and review. This process allows the applicant to submit for a permit or Land Use case electronically, pay associated fees, track the status of their application, and schedule inspections. The EDR process allows County staff to review the plans and provide redlines/review comments electronically. Resubmittals and modifications will also be accepted online.

Before proceeding, please read and accept the General Disclaimer below.

**General Disclaimer**

By submitting this application, the applicant does hereby reaffirm agreement to the conditions indicated when the applicant created an account on this website. This includes Conditions of Use, External Links, the Privacy Policy, Communications made through this website, and other such terms.

**Application Requirements**

It is the applicant's responsibility to obtain proper authorization from the property

☒ I have read and accepted the terms above.

[Continue Application »](#)

Click on the arrow next to 'Grading' the drop down listing select the button for 'Subdivision Grading and Infrastructure'. Click on 'Continue Application'.

Home Development Services / Code Compliance Planning Services MCDOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

### Select a Permit/Application Type

Please select the permit or case type below that best fits your project. Links on the Planning and Development Services website offer assistance with [Permit Descriptions](#) and a [Glossary of Terms](#).

Please be aware that selecting the incorrect permit or case type may delay the review of your submittal documents and the issuance of your permit. Please utilize the links above and the help buttons on the following page to ensure you have selected the correct permit or case type. You may also speak with our Customer Service staff from 8am to 5pm, Monday through Friday at (602) 506-3301 or email our staff at [pndcustomerservice@mail.maricopa.gov](mailto:pndcustomerservice@mail.maricopa.gov).

Several permit types require pre-authorization or a Planning review prior to submittal. These include some Commercial permits, the Annual Facilities Program, the Expedited Program, Standard Plans, and certain Compliance Inspections. When selecting these permit types, please see the information of the following page to verify that you have meet all of the pre-requisites for these permit types.

Please also note that Land Use cases (Agricultural Exemption, Legal Non-Conforming, Group Home, etc.) are submitted via this page. Additional information for Land Use Cases can be found on our [website](#).

- ▶ Residential
- ▶ Minor Residential
- ▶ Commercial
- ▶ Fence
- ▶ Expedited Program
- ▼ Grading
  - ☐ Commercial Grading and Infrastructure
  - ☐ Residential Grading and Infrastructure
  - ☒ Subdivision Grading and Infrastructure
- ▶ Standard Plans
- ▶ Compliance Inspection
- ▶ Land Use Cases

Enter the Work Description for the project and include the Final Plat case tracking number.

*Example: Subdivision Grading & Infrastructure Permit for Applegate Estates on parcel XXX-XX-XXX. Related Final Plat case tracking number S2017XXX.*

Home Development Services / Code Compliance Planning Services MCDOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

### Subdivision Grading and Infrastructure

1 Project Information	2 Applicant	3 Owner	4 Attachments	5 Review	6	7

**Step 1: Project Information > Project Information**

\* Indicates a required field.

#### Detail Information

\* Work Description:

## EDR – Step 2 – Applicant Information

This screen displays the applicant information, this will be the primary contact person with the EDR infrastructure permit. Staff will coordinate comments with the listed applicant. Only one applicant can be identified for notification. Please note due to creation of the On-line Permit Manager account, you can default your contact information by selecting 'Select from Account'.

The on-line system also allows you to enter a new Applicant, select 'Add New' and enter the contact information with first and last name, organization, address, city, state, zip, phone, and e-mail. Click on 'Continue' when completed.

The Licensed Professional Information is optional during EDR submittal.

[Home](#) **Development Services / Code Compliance** [Planning Services](#) [MCDOT](#)

[Search Building Permits/Code Compliance](#) [Submit an Application](#) [Schedule an Inspection](#)

**Subdivision Grading and Infrastructure**

1 Project Information	2 Applicant	3 Owner	4 Attachments	5 Review	6	7
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**Step 2: Applicant > Applicant Information**

\* Indicates a required field.

### Applicant

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To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

### Licensed Professional

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To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

[Add New](#) [Look Up](#)

[Continue Application »](#) [Save and resume later](#)

## EDR – Step 3 – Owner Information

This screen displays the owner's information with Address, Parcel and Owner. Please note the system is setup to enter a single property owner. Any additional property owners will need to be submitted as supplemental Applications as additional documents with the upload on the Attachments screen (Step 4 – Attachments). Development Services staff will enter the additional ownership in the database upon verification of the additional ownership.

*Quick tip* – search for the parcel number, if the parcel is existing in the Planning and Development database, then the Address and Owner Information will default into the fillable boxes.

Once the screen is completed you can click on 'Save and resume later' or 'Continue Application'.

### Subdivision Grading and Infrastructure

1 Project Information	2 Applicant	3 Owner	4 Attachments	5 Review	6	7
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#### Step 3: Owner > Owner Information

\* indicates a required field.

##### Address

* Street No.:	* Street Name:	Street Type:	Direction:
<input type="text"/>	<input type="text"/>	--Select--	--Select--
Unit Type:	Unit No.:		
--Select--	<input type="text"/>		
City:	State:	* Zip:	
<input type="text"/>	--Select--	<input type="text"/>	
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

##### Parcel

* Parcel Number:	<input type="text"/>		
Lot:	Block:	Subdivision:	
<input type="text"/>	<input type="text"/>	--Select--	
Book:	Page:		
<input type="text"/>	<input type="text"/>		
Tract:	Legal Description:		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

##### Owner

Owner Name:	<input type="text"/>		
Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City:	State:	Zip:	Country:
<input type="text"/>	--Select--	<input type="text"/>	United States
Home Phone:	E-mail:		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

## EDR – Step 4 – Attachments

This screen allows you to upload the required Adobe PDF infrastructure permit documents. Please see the required submittal documents as referenced in this guide.

Applicant Tip: Please note the file size limitation is 50 MB.

Click on **'Add'** to attach files.

Once you click on **'Add'** a pop-up window will appear, click on **'Add'**, this will display the files on your computer, navigate to the files for upload and click on **'Open'**.

The screenshot shows the EDR application interface. At the top, there are navigation tabs: Home, Development Services / Code Compliance (selected), Planning Services, and MCDOT. Below these are links: Search Building Permits/Code Compliance, Submit an Application, and Schedule an Inspection. A progress bar shows seven steps: 1, 2 Applicant, 3 Owner, 4 Attachments (selected), 5 Review, 6 Pay Fees, and 7. Below the progress bar, the title is 'Subdivision Grading and Infrastructure'. The main heading is 'Step 4: Attachments > Attachments'. A note states: 'Please see the EDR Grading Submittal Requirements for required application documents, naming convention, format, and file size. After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.' A red asterisk indicates a required field. The section is titled 'Attachment'. A red note says: 'Ensure that all required documents show in the "Attachment" section at the bottom of the screen.' Below this, a table lists file upload details: Name, Virtual Folders, Action, Latest Update, Description, and Size. The table currently shows 'No records found.' At the bottom, there are three buttons: 'Add', 'Continue Application >', and 'Save and resume later'.

The screenshot shows a 'File Upload' pop-up window. It has a title bar with a close button (X). The text inside says: 'The maximum file size allowed is 50 MB. html;htm;mht;mhtml are disallowed file types to upload.' Below this is a list of files being uploaded, each with a progress bar showing 100% completion. The files are: SOIL-RPTS.pdf, SUBI-APPL.pdf, SURV-RPTS.pdf, TRAF-RPTS.pdf, and TRAN-LTTR.pdf. At the bottom, there are four buttons: 'Continue', 'Add', 'Remove All', and 'Cancel'.

✕ The pop-up for file upload will show the file names and percentage of upload.

The pop-up window has the following options:

**'Continue'** - make this selection if you have completed upload of all file documents.

**'Add'** – this feature allows you to include additional files.

**'Remove All'** – this will remove all linked attached documents.

Click on **'Continue'**, the attachments page will appear showing the file name, percentage of upload and a section to enter a brief description of the document. Click on **'Save'** then click on **'Continue Application'**.

#### Subdivision Grading and Infrastructure

1	2 Applicant	3 Owner	4 Attachments	5 Review	6 Pay Fees	7
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#### Step 4: Attachments > Attachments

Please see the [EDR Grading Submittal Requirements](#) for required application documents, naming convention, format, and file size. After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.

\* Indicates a required field.

#### Attachment

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Virtual Folders	Action	Latest Update	Description	Size
No records found.					

\*Type: Plan PnD [Remove](#)

File: BLDG-APPL.pdf

100%

\*Description: 1st Sub - Building Activity Application

\*Type: Plan PnD [Remove](#)

File: CONT-DETL.pdf

100%

\*Description: 1st Sub - Contact Supplemental

\*Type: Plan PnD [Remove](#)

File: INFR-PLAN.pdf

100%

\*Description: 1st Sub - Infrastructure Plan

\*Type: Plan PnD [Remove](#)

File:

SOIL-RPTS.pdf

100%

\*Description: 1st Sub - Soils Report

\*Type: Plan PnD [Remove](#)

File:

SUBI-APPL.pdf

100%

\*Description: 1st Sub - Subdivision Infrastructure Application

\*Type: Plan PnD [Remove](#)

File:

SURV-RPTS.pdf

100%

\*Description: 1st Sub - Sealed Surveyor's Boundary Report

\*Type: Plan PnD [Remove](#)

File:

TRAF-RPTS.pdf

100%

\*Description: 1st Sub - Traffic Report

\*Type: Plan PnD [Remove](#)

File:

TRAN-LTTR.pdf

100%

\*Description: 1st Sub - Transmittal Letter

[Save](#)
[Add](#)
[Remove All](#)

[Continue Application »](#)

[Save and resume later](#)



Home
Development Services / Code Compliance
Planning Services
MCDOT

Search Building Permits/Code Compliance
Submit an Application
Schedule an Inspection

**The attachment file(s) are currently in process for upload.**  
This step may take a few minutes before changes are reflected below in the attachment table.

Subdivision Grading and Infrastructure

1
2 Applicant
3 Owner
4 Attachments
5 Review
6 Pay Fees
7

**Step 4: Attachments > Attachments**  
Please see the [EDR Grading Submittal Requirements](#) for required application documents, naming convention, format, and file size.  
After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.

\* indicates a required field.

**Attachment**

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.  
The maximum file size allowed is 50 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Virtual Folders	Action	Latest Update	Description	Size
BLDG-APPL.pdf	1st Submittal	Actions ▼	07/14/2017	1st Sub - Building Activity Application	24.91 KB
CONT-DETL.pdf	1st Submittal	Actions ▼	07/14/2017	1st Sub - Contact Supplemental	24.91 KB
INFR-PLAN.pdf	1st Submittal	Actions ▼	07/14/2017	1st Sub - Infrastructure Plan	24.91 KB
SOIL-RPTS.pdf	1st Submittal	Actions ▼	07/14/2017	1st Sub - Soils Report	24.91 KB
SUBI-APPL.pdf	1st Submittal	Actions ▼	07/14/2017	1st Sub - Subdivision Infrastructure Application	24.91 KB

< Prev
1
2
Next >

Add

Continue Application »

Save and resume later

A summary screen of the uploaded attachments will appear. Please note the section marked as 'Latest Update' must change from 'Pending' to the date of application submittal, do not press 'Continue Application' until you see a date listed for each attachment.

Please note the top banner screen will indicate, 'That attachment(s) has/have been successfully uploaded' – please note this is a standard banner which will upload when the screen loads. There may be instances where the system is still generating the upload, so please wait until a date is identified in the 'Latest Update'.

Click on 'Continue Application' to proceed to Step 5 to review the EDR application.

## EDR – Step 5 – Review

The Review screen is a summary screen of the data entered and uploaded attachments associated with the EDR application. Review each field and make any modifications by clicking on the 'Edit' button. Review the certification statement and click the checkbox verifying application information. Click on 'Continue Application'. See image of the Review screen on the next page.



Home **Development Services / Code Compliance** Planning Services MCDOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

#### Subdivision Grading and Infrastructure

1	2	3 Owner	4 Attachments	5 Review	6 Pay Fees	7 Initialization
---	---	---------	---------------	----------	------------	------------------

#### Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Permit Type

Subdivision Grading and Infrastructure

#### Detail Information

[Edit](#)

Work Description: Subdivision and Grading Infrastructure Permit for Applegate Estates - Final Plat S2017XXX

#### Applicant

[Edit](#)

Rachel Applegate  
PND  
501 N. 44th Street  
Phoenix, AZ, 85008  
United States

Phone 1:6023720318  
E-mail: rachelapplegate@mail.maricopa.gov

#### Licensed Professional

[Edit](#)

#### Address

[Edit](#)

4341 E BROADWAY Rd  
PHOENIX AZ 85040

#### Parcel

[Edit](#)

Parcel Number: 123-02-001D  
Legal Description: NW4 SEC30 T1N R4E B201300257 STORAGE ROOM/OFFICE SPC/RESTROOM REN

#### Owner

[Edit](#)

MARICOPA COUNTY  
301 W JEFFERSON ST 10TH FL  
BOARD OF SUPERVISORS  
PHOENIX AZ 85003

#### Attachment

[Edit](#)

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
htm,html,htm,html are disallowed file types to upload.

Name	Virtual Folders	Action	Latest Update	Description	Size
BLDG-APPL.pdf	1st Submittal	<a href="#">Actions ▼</a>	07/14/2017	1st Sub - Building Activity Application	24.91 KB
CONT-DETL.pdf	1st Submittal	<a href="#">Actions ▼</a>	07/14/2017	1st Sub - Contact Supplemental	24.91 KB
INFR-PLAN.pdf	1st Submittal	<a href="#">Actions ▼</a>	07/14/2017	1st Sub - Infrastructure Plan	24.91 KB
SOIL-RPTS.pdf	1st Submittal	<a href="#">Actions ▼</a>	07/14/2017	1st Sub - Soils Report	24.91 KB
SUBI-APPL.pdf	1st Submittal	<a href="#">Actions ▼</a>	07/14/2017	1st Sub - Subdivision Infrastructure Application	24.91 KB

< Prev **1** **2** Next >

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

I also acknowledge and understand that the review of my submittal does not begin until my documents have been accepted for administrative completeness to the minimum submittal requirements and the required upfront fees have been paid.

☒ By checking this box, I agree to the above certification.

Date: 07/14/2017

[Continue Application »](#)

[Save and resume later](#)

## EDR – Step 6 – Pay Fees

Home **Development Services / Code Compliance** Planning Services Mc DOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

### Subdivision Grading and Infrastructure

1	2	3 Owner	4 Attachments	5 Review	6 Pay Fees	7 Initialization
---	---	---------	---------------	----------	------------	------------------

#### Step 6: Pay Fees

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Trust Account

Use the dropdown menu to change the payment type.

\* indicates a required field.

#### Payment Options

Amount to be charged: \$4,925.00

- ☒ Pay with Credit Card  
☐ Pay with Trust Account  
☐ Pay with Bank Account

##### Credit Card Information:

\* Card Type:  \* Card Number:  \* Security Code:  [?](#)  
\* Name on Card:  \* Exp. Date:

##### Credit Card Holder Information:

☐ Auto-fill with

Country:

\* Street Address:

\* City:  \* State:  \* Zip:

\* Phone:

E-mail:

Submit Payment »

## EDR – Step 7 – Initialization


[Home](#) **Development Services / Code Compliance** [Planning Services](#) [MCDOT](#)

[Search Building Permits/Code Compliance](#) [Submit an Application](#) [Schedule an Inspection](#)

**Subdivision Grading and Infrastructure**

1	2	3 Owner	4 Attachments	5 Review	6 Pay Fees	7 Initialization
---	---	---------	---------------	----------	------------	------------------

**Step 7: Initialization**



Your application has been successfully submitted.  
Please print and retain a copy for your records.

The final step in this process is the initialization screen which will provide a case tracking number.

The tracking number will also be displayed within the 'My Records' screen.

Your Permit Number is B201705324.

[Validate your attachments before leaving this website:](#)

Please validate that the attachment files are linked to the permit number by clicking on the 'View Permit Details' button below. On the following screen, click on 'Record Info' and select the 'Attachments' option. Please ensure that all documents uploaded with your EDR application are shown within the table on the Attachments screen.

Thank you for your application submittal. Your assigned permit number is indicated above. Please note that at any time you can access the Online Permit Manager (Citizen Access Portal) to check the status of your review.

**Important Notice:**

The permit number indicated above does not authorize any work. Your submitted documents will be reviewed for acceptance in approximately three business days. If your submitted documents do not meet minimum requirements, you will be contacted by our Intake staff with an explanation of deficiencies.

If the documents meet minimum requirements, the submittal will be accepted and upfront fees will be invoiced. You will then receive notification that you need to return to the Online Permit Manager and pay these upfront fees. Payment of upfront fees is expected to be received within 24 hours of fee notification.

Plan review of your project will not begin until all necessary documents have been submitted and upfront fees have been paid. If payment is not received within three business days of fee notification, the application will be deemed incomplete and the permit tracking number shown above will be closed. Afterwards, if a customer still wishes to apply for a permit, they may return to the Online Permit Manager and re-apply.

[View Permit Details »](#)

## [Validation of Submitted Attachments](#)

Please validate that all submitted attachments are linked with the permit. Click on the **'View Permit Details'** on Step 7 – Initialization screen. Click on **'Record Info'** and select **'Attachments'**. Please verify that all documents were uploaded with the EDR application and are shown within the table of the Attachments screen.

## [Digital Counter Review and Assessment](#)

Once a permit number is assigned to the project, the application materials will be submitted to the Digital Counter for review and assessment of fees and application materials. The Digital Counter includes the following database workflows (Front Counter Acceptance, Initial Fee Payment, and Intake & Routing).

## [Tracking the Status of the EDR Application](#)

Go to the [On-line Permit Manager](#) enter your login username and password.

Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance with any records submitted.

Click on the infrastructure permit number to display the permit.

The screenshot shows the 'On-line Permit Manager' interface. At the top, there is a navigation bar with 'Home', 'Development Services / Code Compliance', 'Planning Services', and 'MCDOT'. Below this is a secondary navigation bar with 'Dashboard', 'My Records' (highlighted with a red circle), 'My Account', and 'Advanced Search'. The main content area is titled 'Development Services / Code Compliance' and shows a table of records. The table has columns for Date, Permit Number, Permit Type, Description, Project Name, Expiration Date, and Status. There are 8 records displayed, with the first one being 'Minor Web Issued' on 07/14/2017 with permit number B201705325. The last record is 'Minor Web Issued' on 07/06/2017 with permit number B201705305. Below the table, there is a section for 'Planning Services'.

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	07/14/2017	<a href="#">B201705325</a>	Minor Web Issued				Issued
<input type="checkbox"/>	07/14/2017	<a href="#">B201705324</a>	Subdivision Grading and Infrastructure				Initialized
<input type="checkbox"/>	07/13/2017	<a href="#">B201705322</a>	Minor Web Issued				EDR Add or Mod Received
<input type="checkbox"/>	07/13/2017	<a href="#">B201705320</a>	Minor Web Issued				EDR Add or Mod Received
<input type="checkbox"/>	07/13/2017	<a href="#">B201705319</a>	Minor Web Issued				EDR Add or Mod Received
<input type="checkbox"/>	07/13/2017	<a href="#">B201705318</a>	Minor Web Issued				EDR Add or Mod Received
<input type="checkbox"/>	07/11/2017	<a href="#">LU20170057</a>	Land Use Cases (Select case type on next page)				Initialized
<input type="checkbox"/>	07/06/2017	<a href="#">B201705305</a>	Minor Web Issued				EDR Add or Mod Received

Home **Development Services / Code Compliance** Planning Services

Search Building Permits/Code Compliance Submit an Application

**Permit B201705324:**  
**Subdivision Grading and Infrastructure**  
**Record Status: Initialized**

Record Info ▼	Payments ▼
Permit Details <b>Processing Status</b> Related Permits Attachments Inspections (Verify Required Drainage Inspection By Viewing Your Issued Permit)	

**Project Desc**  
 Subdivision  
 Estates - F

Rachel Applegate  
 PND  
 501 N. 44th Street  
 Phoenix, AZ, 85008  
 United States  
 Phone 1:6023720318

Click on the **Record Info** dropdown to select Processing Status.

Processing Status screen display the various workflow steps of the EDR application. You can click on the arrow next to the workflow step to display when a workflow step has been completed or is in progress.

See image to the right that shows the application submittal, fee payment and County reviewing agencies.

Home **Development Services / Code Compliance** Planning Services MCDOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

**Permit B201705324:**  
**Subdivision Grading and Infrastructure**  
**Record Status: Initialized** [Add to collection](#)

Record Info ▼	Payments ▼
---------------	------------

**Processing Status**

You will be contacted by Quality Control via email or phone when your permit is ready to be picked up. Please do not come to the office before receiving this notification, as your permit will not be ready.

To check the progress of your permit, click on the arrows next to the green check marks or hour glass symbols to open each step. You will then see the progress of that step.

- For a more detailed comment, click on the + sign under each arrow.
- Please note that the green check mark indicates the step has been completed, not necessarily Approved.
- The hour glass indicates the review has not yet been completed.
- Once all steps are complete, you will be contacted by Quality Control by email or phone with either comments or notification that your permit is approved and ready to pick up, or if an online permit, ready to retrieve from ProjectDox.
- Do not come to the office before receiving this notification, as your permit will not be ready.

**Front Counter Acceptance**

Initial Fees Payment
Intake and Routing
Addressing
Building Plan Review
Zoning Review
Environmental Services Review
Drainage Review
Flood Control Review
MCDOT Review
Quality Control
Collections
Permit Issuance

## How to Create Collection within the On-line Permit Manager

Collections are a linking of multiple on-line permit applications within your account in the On-line Permit Manager. This allows the applicant to keep track of various cases or permits under a consolidated name of a project. For example a Final Plat and related subdivision grading & infrastructure permit can be established as a Collection.

Login to the On-line Permit Manager, click on the **case number**. On the right side of the case information banner, click on **'Add to Collection'**.

Logged in as: racgeo7 Collections (0) Account Management Logout

Home Development Services / Code Compliance **Planning Services** MCDOT

Search Applications Create a Planning Application

Case S2017025:  
Subdivision Final Plats  
Record Status: Initialized

**Add to collection**

Record Info Payments

Related Cases & Permits

View Entire Tree »

No records found.

A drop down window will appear with **'Name'** and **'Description'**. Enter the name of the project and click on **'Add'**.

Logged in as: racgeo7 Collections (0) Account Management Logout

Home Development Services / Code Compliance **Planning Services** MCDOT

Search Applications Create a Planning Application

Case S2017025:  
Subdivision Final Plats  
Record Status: Initialized

**Add to collection**

Create a New Collection

Name:

Description:

Add Cancel

Record Info Payments

Related Cases & Permits

View Entire Tree »

No records found.

Navigate to **infrastructure permit**. On the right side of the case information banner, click on **'Add to Collection'**. A drop down banner will appear with the name of the saved collection and click on **'Add'**.

Click on Collection at the top blue banner and it will display the two linked records. Collections can only be created within a user's account. If you have an associate that submits the infrastructure permit, under a different login username, then a Collection cannot be made. Collections can only be established with a single On-line Permit Manager account.

Home Development Services / Code Compliance **Planning Services** MCDOT

Search Applications Create a Planning Application

Case S2017025:  
Subdivision Final Plats  
Record Status: Initialized

Record Info Payments

Related Cases & Permits

View Entire Tree »  
No records found.

Add to collection

Create a New Collection

Name: Applegate Estates

Description: Final Plat & Infrastructure

Add Cancel

Home Development Services / Code Compliance Planning Services MCDOT

Dashboard My Records My Account Advanced Search

### Applegate Estates

Final Plat & Infrastructure

Total Records: 3 (1 Planning Services, 2 Development Services / Code Compliance)

Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)

Fees Summary: \$2,645.00 Paid, \$0.00 Due

Rename Collection Delete Collection

Planning Services

Move to... | Copy to... | Remove

Showing 1-1 of 1

	File Date	Case Number	Case Type	Description	Title of Project or Request	Status	Action
<input type="checkbox"/>	07/11/2017	S2017025	Subdivision Final Plats	S Final Plat	S Final Plat	Initialized	

Development Services / Code Compliance

Move to... | Copy to... | Remove

Showing 1-2 of 2

	Date	Permit Number	Permit Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	07/14/2017	B201705324	Subdivision Grading and Infrastructure				Initialized



[Home](#)
[Development Services / Code Compliance](#)
[Planning Services](#)
[MCDOT](#)

[Dashboard](#)
[My Records](#)
[My Account](#)
[Advanced Search](#)

Hello, racgeo7

Action Required (0)
- Hide

There are no actionable items which need your attention right now.

My Collection (1)

View Collections

2 Records

Applegate Estates  
Last Updated 07/14/2017

Work in progress

View All Records

Record Name	Record ID	Module	Creation Date	Action
Plans of Development	17TMP-001398	Planning	6/22/2017 12:00:00 AM	<a href="#">Resume Application</a>
Special Use Permits	17TMP-001360	Planning	6/20/2017 12:00:00 AM	<a href="#">Resume Application</a>
Subdivision Preliminary Plats	17TMP-001353	Planning	6/20/2017 12:00:00 AM	<a href="#">Resume Application</a>

## Receiving Redlines and Review Comments

The applicant will be notified via e-mail when the redlines and review comments are ready for download from the On-line Permit Manager. The comments will be a consolidated set of comments from all County reviewing agencies.

Go to the [On-line Permit Manager](#) enter your login username and password.

Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance module with any permits submitted.

Click on the permit number to display the summary. Click on the Record Info to display the drop down selection window and select **'Attachments'**. The Attachments page will display the Corrections Report and Redline(s) available for download.

Click on the file name to open and download comments and redlines.



## Submitting Revisions/Corrected/Updated Documents

1. Revised files are typically one of two types: (1) required resubmittals, or (2) revisions to previously approved documents. Each has different file naming recommendations, as noted below.
  - A. *For required resubmittals:* **Use the EXACT same filename as the original submittal.** Do not change the filename when submitting a new 'version' of your plans or supporting documents – the system tracks versioning automatically. See the chart below.
  - B. *For revisions to previously approved documents:* **Provide a revised file name** instead of using the exact same filename as the originally submitted files. If resubmittals are required, continue to use this revised file name for subsequent resubmittals. See the chart below.
2. **Do not *reorder, extract or insert* pages in the middle of your corrected plan sets.** For example, if a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same page order. *Rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.*
  - A. If submitting *new (additional)* plans, plan sets or supplemental documents:
    - i. Revised/corrected plans **must** be submitted in the same page order as the previous submittal.
    - ii. Place new pages at the end of the corrected plan set document. **Do not** place new pages in the middle or beginning of the document. Do not reorder pages within the document.

The chart below shows the addition of two new pages to the *Sprinkler Diagrams.pdf*, with the added pages placed at the end of the set, as page 4-5.

1 <sup>st</sup> Submittal Filename (Original)	Pages	2 <sup>nd</sup> , 3 <sup>rd</sup> , etc. Required Resubmittal Filename	Pages
Floor Plans.pdf	10	Floor Plans.pdf	10
Sprinkler Diagrams.pdf	<b>3</b>	Sprinkler Diagrams.pdf	<b>5</b>
3 <sup>rd</sup> Submittal Filename (Approved)	Pages	Revision to Previously Approved File (New Review)	Pages
Floor Plans.pdf	10	Floor Plans <b>REV</b> .pdf	10

- B. **Removing Pages:** If pages need to be removed from the plan set, instead of excluding/deleting them, place a 'slash' across those pages in CAD, mark them as 'Omit' and include the date they were omitted.

### Why is page order important?

Resubmitting plans with the pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.

### Approval Process

Once the technical review is completed and all County agencies have provided sign-off on the land use application, the narrative report and site plan will be stamped with approval and an e-mail will be sent to the applicant to download the approved plans from the On-line Citizen Access Portal.

### How to Resubmit Revisions

Go to the [On-line Permit Manager](#) enter your login username and password.

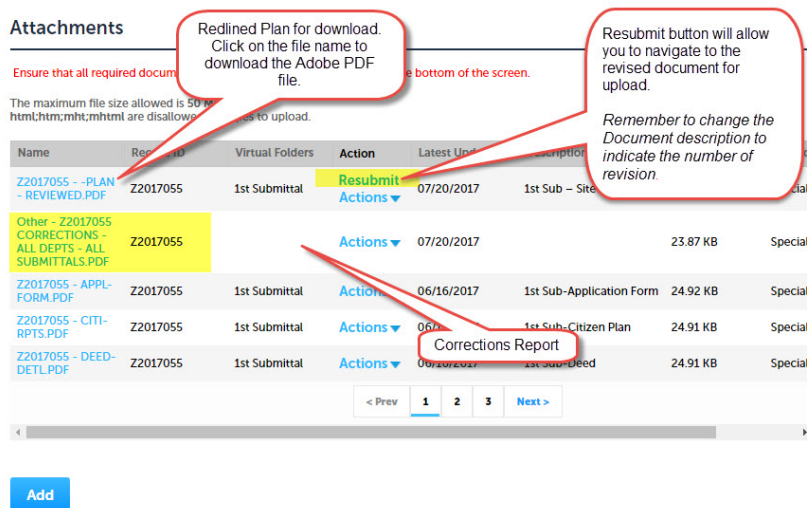
Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance module with any records submitted.

Click on the **permit number** to display the application summary. Click on the **Record Info** to display the drop down selection window and select **'Attachments'**.

**Applicant Tip:** – The resubmit button on the On-line Permit Manager only allows for a **single document upload**. Do not select multiple files for resubmittal as this will cause an error in processing.

Click on the **'Resubmit'** icon next to the document that you will be resubmitting. A pop-up window will appear, navigate to the location of the revised documents for upload. Click on **'Open'**, the ACA page will load up the revised document, update the description to indicate resubmittal number. Please note the name of the file should not be changed, also please follow the format as listed in the *Required Attachments and Naming Structure* within this Guide. The only entry required is to update the Document Description to accurately display the resubmittal number.

Example: for secondary submittal on a grading and drainage plan, the document description would be changed to '2<sup>nd</sup> Sub – Grading and Drainage'.



Subdivision Grading & Infrastructure Permit	Required Naming Convention	Document Description with Resubmittal (2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> )
Grading & Drainage Plan	GRAD-PLAN	2 <sup>nd</sup> Sub-Grading and Drainage
Traffic Impact Study/Analysis (if required)	TRAF-RPTS	2 <sup>nd</sup> Sub-Traffic Report

## Attachments

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Virtual Folders	Action	Latest Update	Description	Size	Record
Z2017055 - PLAN - REVIEWED.PDF	Z2017055	1st Submittal	Resubmit Actions	07/20/2017	1st Sub - Site Plan	1.70 MB	Special
Other - Z2017055 CORRECTIONS - ALL DEPTS - ALL SUBMITTALS.PDF	Z2017055		Actions	07/20/2017		23.87 KB	Special
Z2017055 - APPL-FORM.PDF	Z2017055	1st Submittal	Actions	06/16/2017	1st Sub-Application Form	24.92 KB	Special
Z2017055 - CITI-RPTS.PDF	Z2017055	1st Submittal	Actions	06/16/2017	1st Sub-Citizen Plan	24.91 KB	Special
Z2017055 - DEED-DETL.PDF	Z2017055	1st Submittal	Actions	06/16/2017	1st Sub-Deed	24.91 KB	Special

< Prev 1 2 3 Next >

\*Type: Plan PnD

File: SITE-PLAN.pdf 100%

\*Description: 2nd Sub - Site Plan

Be certain to change the Description to the resubmittal number:  
2nd-Sub  
3rd - Sub  
4th-Sub  
See EDR User Guide for additional Information

Click on Save when complete with resubmittal documents.

Save Add Remove All

Click on 'Save', scroll between the Attachment page to determine if submittal was successfully uploaded. The Virtual Folder will display the updated file with the submittal number. For example a second submittal will show in the Virtual Folder as '2<sup>nd</sup> Submittal' or show multiple iterations next to the record ID number.

The revised application will be routed to the Digital Counter for processing and routing.

## Attachments

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Virtual Folders	Action	Latest Update	Description	Size	Record
Z2017055 - SITE-PLAN.PDF	Z2017055	2nd Submittal	Actions	07/24/2017	2nd Sub - Site Plan	828.91 KB	Special
Z2017055 - PLAN - REVIEWED.PDF	Z2017055	1st Submittal	Actions	07/20/2017	1st Sub - Site Plan	1.70 MB	Special
Other - Z2017055 CORRECTIONS - ALL DEPTS - ALL SUBMITTALS.PDF	Z2017055		Actions	07/20/2017		23.87 KB	Special
Z2017055 - APPL-FORM.PDF	Z2017055	1st Submittal	Actions	06/16/2017	1st Sub-Application Form	24.92 KB	Special
Z2017055 - CITI-RPTS.PDF	Z2017055	1st Submittal	Actions	06/16/2017	1st Sub-Citizen Plan	24.91 KB	Special

< Prev 1 2 3 Next >

Attachment page will re-load after clicking 'save', the revised document will appear at top of the screen and the description will change to the resubmittal number and document description.

Example: 2nd Sub - Site Plan

Add

## How to Receive Approved Infrastructure Permit

After recordation of the Final Plat mylars, the applicant is required to submit two paper copies of the recorded mylars to the Assigned Planner working the Final Plat case. Once submittal is received, the infrastructure permit will be approved in the database and uploaded to the On-line Permit manger with issuance of the permit.

Go to the [On-line Permit Manager](#) enter your login username and password.

Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance module with any records submitted.

Click on the permit number to display the application summary. Click on the Record Info to display the drop down selection window and select **'Attachments'**. The Attachments page will display the Approved documents within an 'Approved Virtual Folder' for download.

Click on the file name to open and download the approved permit documents.

### As-Builts and Addendums

Submittal of As-Builts and Addendums can be made via the On-line Permit Manager. Please note the following naming convention for submittal of these documents.

<b>Subdivision Grading &amp; Infrastructure Permit</b>	<b>Required Naming Convention</b>	<b>Document Description with Resubmittal (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>)</b>
Addendum Document	ADDM-001	<b>Addendum</b>
Grading and Drainage As-Built Plans Paving As-Built Plans	GRAD-PLAN_AB PAVI-PLAN_AB	<b>As-Built Grading and Drainage As-Built Paving Plans</b>

### Troubleshooting & Contact Information for Assistance

The EDR application process is compatible with Internet Explorer v11, Silverlight v5, Firefox v51, Opera v42, and Chrome v56.

Please allow for pop-ups as part of the browser settings prior to application submittal.

#### **AutoCAD 2016 Compatibility Note:**

AutoCAD 2016 includes a feature that automatically and by default converts any existing SHX font text within a CAD file into 'editable content/comment objects' when saving to PDF format. This results in a 'comment' being created for each and every SHX text object found.

#### **Solution:**

To ensure that PDFs created with AutoCAD 2016 (or LT) do not contain these editable objects, please install Service Pack 1 patches for AutoCAD 2016 (or LT) and then proceed to modify the AutoCAD's default settings per the instructions provided in the link below:

<https://forums.autodesk.com/t5/autocad-2013-2014-2015-2016-2017/autocad-2016-shx-text-as-comment-in-exported-pdf/td-p/5555583>

Once these changes have been made, create the PDFs for submittal for plan review following remaining submittal recommendations above.

Optionally, remove all SHX text from the CAD document and replace it with a True Type Font (TTF) text. After generating the PDF from CAD, open each documents using Adobe and do a 'File/Save As'.

For assistance with the EDR application process or to address any questions, please contact the Planning and Development Customer Service team at 602-506-3301 or by e-mail at [pdcustomerservice@mail.maricopa.gov](mailto:pdcustomerservice@mail.maricopa.gov).